

EXPUNGEMENT PROCEDURES EFFECTIVE 12/21/2010

All individuals who wish to file a Petition for Expungement are required to obtain a copy of his/her Criminal Record Check from the Pennsylvania State Police. This record check must be received within 60 days of filing a Petition for Expungement. There is a fee of \$10.00 to obtain this Record Check. You must have a credit/debit card ready when you request your Record Check from the Pennsylvania State Police. You may apply on-line at <http://epatch.state.pa.us>.

Obtain a Certificate of Completion of ARD from the Adult Probation Department.

Obtain a copy of your Criminal Complaint, Information and ARD Order from the Clerk of Courts Office and a paid in full receipt.

From your home computer (or you may use the Clerk of Courts Public Terminals), access the Pennsylvania Unified Judicial System's Web Portal at: ujportal.pacourts.us.

Scroll down to Authorization Forms and click on UJS Forms. These Forms are in PDF format so you may complete the form and print from your own computer.

Scroll down to Petition for Expungement Pursuant to PA R.Crim.P. 790. Complete the petition by entering the information requested into the grayed areas. Once completed, print document, sign and file original with the Clerk of Courts. This form is required for all ARD Expungements and for cases or offenses which have non-conviction dispositions.

If you are filing a Petition for Expungement of Summary Offense, click on Petition for Expungement Pursuant to PA R.Crim.P.490. This form is required for all cases in which summary convictions or summary offenses have been disposed of in a non-conviction disposition.

Average filing fees for a Petition for Expungement is between \$143.00 and \$148.00.

In accordance with PA R.Crim.P.790 and 490, once the Clerk of Courts Office receives the court's order granting the expungement, your petition is required to be held for a period of 30 days before the Administrative Office of Pennsylvania Courts is notified to expunge your criminal record.

Please note, we have found it takes approximately six (6) months from the date the court order is signed, to have all affidavits returned from the agencies we notify. Further, although individuals may file a Petition for Expungement Pro Se, please keep in mind as in all matters of a criminal nature, it is in your best interest to have an attorney represent you.

UPDATED 4/24/13